

On March 6, 2000, the *Washington Post* reported that “only half of the top 24 federal agencies have won ‘clean’ opinions from the government’s inspectors general for their FY 1999 financial statements, according to a preliminary assessment by congressional and administration officials.”

Printing Support for Census 2000

Working with the Census Bureau, GPO provided the printed forms and other products needed to conduct Census 2000, the national head count of more than 275 million people in 120 million households in the U.S., including Puerto Rico and the U.S. Island areas.

For nearly 2 years, GPO used its competitive printing procurement program to place orders throughout the Nation’s commercial printing industry for the products that were used to conduct the decennial census.

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Overall, GPO awarded more than 80 contracts totaling more than \$65 million to print 398 million questionnaires and other public use forms, not including other printing for promotional purposes, use in the Nation’s schools, and for other census activities.

Contracts were awarded for short form and long form versions of the mail-out questionnaires, update/questionnaires, and enumerator questionnaires. GPO also let contracts for the printing of “be counted” questionnaires, advance letters, reminder cards, language assistance guides, and other questionnaires and public use forms. The mail-out and “be counted” questionnaires were printed in 6 different languages (English, Korean, Spanish, Vietnamese, Chinese, and Tagalog), and foreign language guides in 49 different languages were produced to assist in filling out the printed questionnaires. GPO also contracted for the production of “large print” guides for the forms. In addition, GPO awarded contracts for a variety of advertising,

promotional, and educational materials for use in increasing public awareness of the census.

This work was performed by dozens of private sector contractors in 17 states, including California, New York, Ohio, New Jersey, Illinois, Indiana, Wisconsin, Maryland, Kentucky, Kansas, Tennessee, New Mexico, Pennsylvania, Alabama, Florida, Texas, and Missouri, as well as the District of Columbia.

The Census Bureau estimated that printing the 398 million forms required 14,000 tons of paper and 15,000 gallons of ink. This work, like all printing performed under GPO contracts, required the use of recycled paper and vegetable oil-based ink.

2000 Edition of the “Plum Book”

GPO prepared the 2000 edition of *United States Government Policy and Supporting Positions*, better known to Federal job seekers as the “Plum Book.” The book was made available to the public the day after the Presidential election.

Issued every 4 years after the Presidential election, the “Plum Book” includes a listing of those positions throughout the Federal Government that may be subject to non-competitive appointment. There are over 7,000 positions listed in the 2000 “Plum Book.” The “Plum Book” is published alternately by the Senate Committee on Governmental Affairs and the House Committee on Government Reform. For 2000, the responsibility fell to the Senate Governmental Affairs Committee, and the “Plum Book” was issued as Senate Print 106-54 with a plum-colored cover.

Printed copies of the “Plum Book” were offered for sale by GPO. GPO also made the information available free of charge online via **GPO Access**, at www.access.gpo.gov/plumbook/2000/index.html.

New GPO Style Manual Prepared

During 2000, GPO prepared the 29th edition of the *United States Government Printing Office Style Manual*, the first update to this authoritative guide since 1984. The new edition was released in December 2000 in print and online formats at www.access.gpo.gov/styleman/2000/style001.html. The *GPO Style Manual* is issued under the authority

of section 1105 of Title 44, United States Code, which requires the Public Printer, as the head of the GPO, to “determine the form and style” of Government printing. The new edition was prepared by the GPO Style Board, composed of printing and proofreading professionals in GPO’s Production Department. To respond to any questions not addressed by the *Manual*, the GPO Style Board has established an e-mail address: gpostyle@gpo.gov.

The first *GPO Style Manual* appeared in 1894. It was developed primarily as a printer’s stylebook to standardize word and type treatment and remains so today. However, the *Manual* has come to be widely recognized by writers and editors both within and outside of the Federal Government as “one of the most useful resources in the editorial arsenal,” as the journal *Editing* reported in 1984.

While retaining the traditional sections on capitalization, spelling, compounding, punctuation, and other information, the *GPO Style Manual 2000* includes guidelines on words and expressions derived from modern information technology. The section on capitalization, for example, now includes “CD-ROM,” “e-mail (lowercase within a sentence)” and “E-mail (uppercase “E” to start a sentence),” “Internet, Intranet,” and “Web site.” Firm names under the same section now identify companies like “America Online,” “MCI Worldcom,” and “Microsoft.” The section on abbreviations now includes “DVD, digital video disk,” “URL, Uniform Resource Locator,” and “WWW, World Wide Web.”

The new edition notes that the “rules of grammar, spelling, punctuation...will serve well when preparing documents for electronic dissemination,” and that “as electronic dissemination of Government information continues to grow, the rules as stated in this *Manual* will continue to be the GPO’s standard for all document preparation, electronic or otherwise.”

Printing Support for Inaugural Ceremony

Continuing a long tradition of participation in Presidential inaugural ceremonies, in the final months of the year GPO provided a wide variety of materials that were used in the 2001 inauguration of President George W. Bush and Vice President Richard B. Cheney.

Under the direction of the Joint Congressional Committee on Inaugural Ceremonies (Senator Mitch McConnell of Kentucky, Chairman), GPO produced or procured invitations, tickets, programs, menus, parking passes, signs, and other materials that were used in carrying out the swearing-in ceremony at the U.S. Capitol on January 20, 2001. All design work was performed by GPO under the direction of the Joint Committee.

Operating under limited time constraints and tight security, GPO produced or procured:

- Invitation packets, each including an invitation engraved and embossed with the Great Seal of the United States, photographs of the President and Vice President, an Inauguration Ceremonies Program with engraved and embossed cover, and a map and guidelines for the inauguration ceremony.
- Invitations, programs, and menus for the Joint Congressional Luncheon.
- 44 varieties of tickets.
- 21 different types of parking passes.
- 46 varieties of directional signs.
- Miscellaneous envelopes and stationery items.
- Operations Guide Manuals for the U.S. Capitol Police.

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GPO also provided law enforcement and military personnel with electronic databases containing all versions of tickets and parking passes to be used for training purposes.